

- 5) Enter the values for the other options according to your requirements. These options are described below.
- 6) Click **OK** to save your changes and close the dialog.

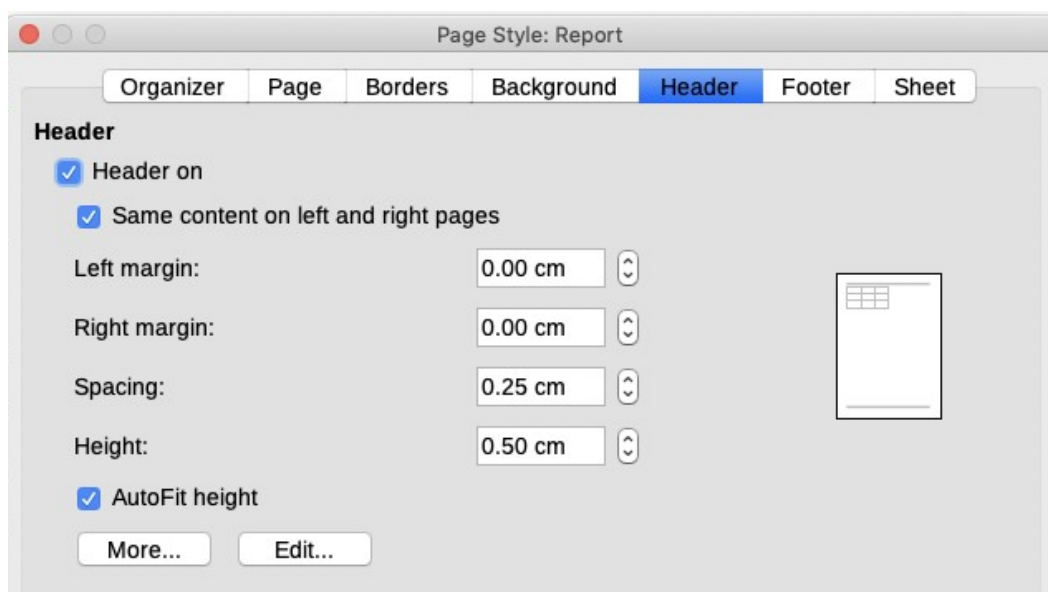


Figure 206: Page Style dialog – Header tab

- **Header on** or **Footer on** – adds a header or footer to the current page style.
- **Same content on left and right pages** – causes left and right pages to share the same header or footer content. To assign a different header or footer to left and right pages, deselect this option and then click **Edit**. See “Header or footer contents” on page 234 for more information.
- **Left margin** – enter the amount of space to leave between the left page margin and the left edge of the header or footer.
- **Right margin** – enter the amount of space to leave between the right page margin and the right edge of the header or footer.
- **Spacing** – enter the amount of space to maintain between the bottom edge of the header and the top edge of the spreadsheet, or the top edge of the footer and the bottom edge of the spreadsheet.
- **Height** – enter the height for the header or footer.
- **AutoFit height** – automatically adjusts the height of the header or footer to fit the content.
- **Preview box** – shown on the right side of Figure 206, this area displays a preview of the current selection.
- **More** – opens the Border/Background dialog, where you can define the appearance of borders and background colors or images for headers or footers. See Chapter 4, Using Styles and Templates, for more information.
- **Edit** – opens the Header or Footer dialog where you can add, edit, or format text that is placed in the header or footer. See “Header or footer contents” below for more information.

Header or footer contents

The headers and footers in a Calc spreadsheet have three columns for text. Each column can either be empty or have different contents than the other columns.

- 1) Select the sheet where you want to turn on the header or footer.